

§ 317.80

32 CFR Ch. I (7–1–99 Edition)

(3) The full text of the system notice as amended.

(c) *Deleting a system notice.* (1) When a system of records is discontinued, incorporated into another system, or determined to be no longer subject to this rule, a deletion notice must be published in the FEDERAL REGISTER.

(2) The deletion notice shall include:

(i) The system identification number and name.

(ii) The FEDERAL REGISTER citation of the latest publication of the system.

(iii) The reason for the deletion.

(3) If a system is deleted through combination or merger with another system, identify the successor system in the deletion notice.

(d) *Submitting amendments and deletions for publication.* (1) Amendments and deletions should be submitted through the agency Privacy Advisor to the Defense Privacy Office, DA&M, which will transmit them to the FEDERAL REGISTER for publication.

(2) At least one original in proper format should be included in the submission.

(3) Multiple amendments and deletions, and combinations of amendments and deletions, may be submitted together.

Subpart H—Training Requirements

§ 317.80 Statutory training requirements.

(a) *Establishing rules of conduct.* Under subsection (e)(9) of the Privacy Act, the agency is required to establish rules of conduct for persons involved in the design, development, operation, or maintenance of any system of records, or in maintaining any record.

(b) *Training.* The agency shall train all personnel involved in the functions described in the preceding paragraph. The training shall include instruction in the rules of conduct and all requirements prescribed by the Privacy Act, including the penalties for noncompliance.

§ 317.81 DCAA training programs.

(a) *Personnel to be trained.* (1) To conform with Office of Management and Budget guidance, compliance with the

statutory training requirements requires informed and active support of all agency personnel. All personnel who in any way use or operate systems of records, or who are engaged in the development of procedures for handling records, must be taught the requirements of the Privacy Act and must be trained in the agency's procedures for the implementation of the Privacy Act.

(2) Personnel to be trained include, but are not limited to, those engaged in the following:

(i) Personnel management.

(ii) Personnel finance.

(iii) Medical care.

(iv) Investigations of personnel.

(v) Records management (reports, forms, records, and related functions).

(vi) Computer systems development and operation.

(vii) Communications.

(viii) Statistical data collection and analysis, and

(ix) Performing other functions subject to this rule.

(b) *Types of training.* The agency shall establish the following three levels of training for those persons who are involved with the design, development, operation, or maintenance of any system of records. The training shall be provided to persons before or shortly after assuming the duties associated with the level of involvement.

(1) *Orientation training.* Orientation training that provides a general understanding of the individual's rights under the Privacy Act.

(2) *Specialized training.* Training concerning the application of this part to specialized areas of job performance.

(3) *Management training.* Training concentrated on factors affecting decisions made by managers under the Privacy Program, such as system managers, denial authorities, and managers of the specific functions listed.

(c) *Methods of training.* The agency is responsible for developing training methods that will meet this criteria. Such methods may include formal and informal (on-the-job) programs, if those personnel giving the training have, themselves, been trained.